SMART Plan 2008
Worksheet – Basic Format

Overview:
The following worksheets have been provided to assist you in preparing the FY '08 SMART Plan prior to entering the data into the web application. YOU ARE NOT REQUIRED TO FILL OUT THESE WORKSHEETS, and THEY WILL NEVER BE SUBMITTED. These documents do not reflect the reporting format that will be used for budget documents or hearings.

Instructions:
This worksheet has been provided for you to outline your plans by hand if needed. If you would prefer a worksheet to fill out electronically, see the SMART website and select the appropriate worksheet in the Microsoft Word format.

Basic Format Requirements:

	Minimum	Maximum
Mission:	1	1
Values:	1	1
Vision:	1	1
Workloads:	1	4
Key Goals:	1	4
Results:	(optional)	1 per goal
Strategies:	1 per goal;	3 per goal
	1 per critical issue	2 per critical issue
Critical Issues:	(optional)	2 per goal
Objectives:	1 per goal	4 per goal

(At least one efficiency objective required per Agency)

Agency name:	
Agency mission:	
Agency values:	
Agency vision:	

Agency Workloads	2006 Projected	2007 Projected
W1:		
W2:		
W3:		
W4:		

Total Resources	FY06	FY07
Total Appropriation	$	$
Total FTE's (e.g. 25.75)		

Total FY '07 Appropriation				
GF	**ETF**	**Federal**	**Other**	**Total**
$	$	$	$	$

Goal 1 (required):

Goal:	

G1 Result: **(optional)**	

G1 FY '08 Impact (if applicable)	GF	ETF	Federal	Other	Total

Governor's Priority (if applicable)	**Check one of the following:** ☐ 1. Reform State Government ☐ 2. Improve the quality of education. ☐ 3. Expand the economy and create jobs. ☐ 4. Improve health and human services. ☐ 5. Improve the safety of people and property. ☐ 6. Conserve and protect our natural resources.

G1 Strategies:

FY Strategy 1: **(Required)**	
FY Strategy 2: **(Optional)**	
FY Strategy 3: **(Optional)**	

G1 Objectives:

Objective 1: (Required)	
Unit of Measure:	**(Check One)** ☐ **Quality** ☐ **Efficiency**
2006 Estimated:	**2007 Target:**

Objective 2: (Optional)	
Unit of Measure:	**(Check One)** ☐ **Quality** ☐ **Efficiency**
2006 Estimated:	**2007 Target:**

Objective 3: (Optional)	
Unit of Measure:	**(Check One)** ☐ **Quality** ☐ **Efficiency**
2006 Estimated:	**2007 Target:**

Objective 4: (Optional)	
Unit of Measure:	**(Check One)** ☐ **Quality** ☐ **Efficiency**
2006 Estimated:	**2007 Target:**

G1 Critical Issues:

Critical Issue 1: (Optional)	
What strategy will be used to address this issue?	

(Check One)
☐ **Internal**   ☐ **External**

CIRCLE one the following classifications of Critical Issues.

Communication   Coordination   Information Technology (IT)   Management

Personnel   Legislation/Legal   State Administrative Policy/Procedure

Funding – Personnel   Funding – IT   Funding - Purchase of Services

Funding - Non-IT Equipment/Supplies   Funding – Other   Other

Critical Issue 2: (Optional)	
What strategy will be used to address this issue?	

(Check One)
☐ **Internal**   ☐ **External**

CIRCLE one the following classifications of Critical Issues.

Communication   Coordination   Information Technology (IT)   Management

Personnel   Legislation/Legal   State Administrative Policy/Procedure

Funding – Personnel   Funding – IT   Funding - Purchase of Services

Funding - Non-IT Equipment/Supplies   Funding – Other   Other

Goal 2 (optional):

Goal:	

G2 Result: **(optional)**	

G2 FY '08 Impact (if applicable)	GF	ETF	Federal	Other	Total

	Check one of the following:
Governor's Priority (if applicable)	☐ 1. Reform State Government ☐ 2. Improve the quality of education. ☐ 3. Expand the economy and create jobs. ☐ 4. Improve health and human services. ☐ 5. Improve the safety of people and property. ☐ 6. Conserve and protect our natural resources.

G2 Strategies:

FY Strategy 1: (Required)	
FY Strategy 2: (Optional)	
FY Strategy 3: (Optional)	

G2 Objectives:

Objective 1: (Required)	
Unit of Measure:	**(Check One)** ☐ **Quality** ☐ **Efficiency**
2006 Estimated:	**2007 Target:**

Objective 2: (Optional)	
Unit of Measure:	**(Check One)** ☐ **Quality** ☐ **Efficiency**
2006 Estimated:	**2007 Target:**

Objective 3: (Optional)	
Unit of Measure:	**(Check One)** ☐ **Quality** ☐ **Efficiency**
2006 Estimated:	**2007 Target:**

Objective 4: (Optional)	
Unit of Measure:	**(Check One)** ☐ **Quality** ☐ **Efficiency**
2006 Estimated:	**2007 Target:**

G2 Critical Issues:

Critical Issue 1: (Optional)	
What strategy will be used to address this issue?	

(Check One)
☐ **Internal**   ☐**External**

CIRCLE one the following classifications of Critical Issues.

Communication   **Coordination**   **Information Technology (IT)**   **Management**

Personnel   **Legislation/Legal**   **State Administrative Policy/Procedure**

Funding – Personnel   **Funding – IT**   **Funding - Purchase of Services**

Funding - Non-IT Equipment/Supplies   **Funding – Other**   **Other**

Critical Issue 2: (Optional)	
What strategy will be used to address this issue?	

(Check One)
☐ **Internal**   ☐ **External**

CIRCLE one the following classifications of Critical Issues.

Communication   **Coordination**   **Information Technology (IT)**   **Management**

Personnel   **Legislation/Legal**   **State Administrative Policy/Procedure**

Funding – Personnel   **Funding – IT**   **Funding - Purchase of Services**

Funding - Non-IT Equipment/Supplies   **Funding – Other**   **Other**

Goal 3 (optional):

Goal:	

G3 Result: **(optional)**	

G3 FY '08 Impact (if applicable)	GF	ETF	Federal	Other	Total

	Check one of the following:
Governor's Priority (if applicable)	☐ 1. Reform State Government ☐ 2. Improve the quality of education. ☐ 3. Expand the economy and create jobs. ☐ 4. Improve health and human services. ☐ 5. Improve the safety of people and property. ☐ 6. Conserve and protect our natural resources.

G3 Strategies:

FY Strategy 1: (Required)	
FY Strategy 2: (Optional)	
FY Strategy 3: (Optional)	

G3 Objectives:

Objective 1: (Required)	
Unit of Measure:	**(Check One)** ☐ Quality ☐ Efficiency
2006 Estimated:	**2007 Target:**

Objective 2: (Optional)	
Unit of Measure:	**(Check One)** ☐ Quality ☐ Efficiency
2006 Estimated:	**2007 Target:**

Objective 3: (Optional)	
Unit of Measure:	**(Check One)** ☐ **Quality** ☐ **Efficiency**
2006 Estimated:	**2007 Target:**

Objective 4: (Optional)	
Unit of Measure:	**(Check One)** ☐ **Quality** ☐ **Efficiency**
2006 Estimated:	**2007 Target:**

G3 Critical Issues:

Critical Issue 1: (Optional)	
What strategy will be used to address this issue?	

(Check One)
☐ **Internal** ☐ **External**

CIRCLE one the following classifications of Critical Issues.

Communication   **Coordination**   **Information Technology (IT)**   **Management**

Personnel   **Legislation/Legal**   **State Administrative Policy/Procedure**

Funding – Personnel   **Funding – IT**   **Funding - Purchase of Services**

Funding - Non-IT Equipment/Supplies   **Funding – Other**   **Other**

Critical Issue 2: (Optional)	
What strategy will be used to address this issue?	

(Check One)
☐ **Internal** ☐ **External**

CIRCLE one the following classifications of Critical Issues.

Communication   **Coordination**   **Information Technology (IT)**   **Management**

Personnel   **Legislation/Legal**   **State Administrative Policy/Procedure**

Funding – Personnel   **Funding – IT**   **Funding - Purchase of Services**

Funding - Non-IT Equipment/Supplies   **Funding – Other**   **Other**

Goal 4 (optional):

Goal:	

G4 Result: **(optional)**	

G4 FY '08 Impact (if applicable)	**GF**	**ETF**	**Federal**	**Other**	**Total**

Governor's Priority (if applicable)	**Check one of the following:** ☐ 1. Reform State Government ☐ 2. Improve the quality of education. ☐ 3. Expand the economy and create jobs. ☐ 4. Improve health and human services. ☐ 5. Improve the safety of people and property. ☐ 6. Conserve and protect our natural resources.

G4 Strategies:

FY Strategy 1: (Required)	
FY Strategy 2: (Optional)	
FY Strategy 3: (Optional)	

G4 Objectives:

Objective 1: **(Required)**	
Unit of Measure:	**(Check One)** ☐ Quality ☐ Efficiency
2006 Estimated:	**2007 Target:**

Objective 2: **(Optional)**	
Unit of Measure:	**(Check One)** ☐ Quality ☐ Efficiency
2006 Estimated:	**2007 Target:**

Objective 3: (Optional)	
Unit of Measure:	**(Check One)** ☐ **Quality** ☐ **Efficiency**
2006 Estimated:	**2007 Target:**

Objective 4: (Optional)	
Unit of Measure:	**(Check One)** ☐ **Quality** ☐ **Efficiency**
2006 Estimated:	**2007 Target:**

G4 Critical Issues:

Critical Issue 1: (Optional)	
What strategy will be used to address this issue?	

(Check One)
☐ **Internal**   ☐ **External**

CIRCLE one the following classifications of Critical Issues.

Communication   Coordination   Information Technology (IT)   Management

Personnel   Legislation/Legal   State Administrative Policy/Procedure

Funding – Personnel   Funding – IT   Funding - Purchase of Services

Funding - Non-IT Equipment/Supplies   Funding – Other   Other

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Critical Issue 2: (Optional)	
What strategy will be used to address this issue?	

(Check One)
☐ **Internal**   ☐ **External**

CIRCLE one the following classifications of Critical Issues.

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Personnel   Legislation/Legal   State Administrative Policy/Procedure

Funding – Personnel   Funding – IT   Funding - Purchase of Services

Funding - Non-IT Equipment/Supplies   Funding – Other   Other